

# **TOWN OF VEGREVILLE**

## **EMPLOYMENT OPPORTUNITY**

### **Assistant Manager of Family & Community Support Services**

This is a **permanent full-time position** under the direction of the Manager of Family & Community Support Services. The employee in the position will assist in overseeing the delivery of a wide range of preventive social programs and services to the community. This employee will supervise, train and motivate assigned program staff; prepare and control assigned program budgets; assist in long range planning, facility development; program development, and implementation of programs, and act as liaison to various community groups and organizations. This employee will assume the FCSS Manager duties in his/her absence as required.

#### **Duties and Responsibilities**

1. Establish and maintain an effective working relationship with the FCSS Advisory Board, staff, town employees and the public.
2. Responsible for the overall management, administration, assessment and evaluation within assigned FCSS program areas.
3. Recommend the hiring, promotion and discipline of assigned program staff and consult with FCSS Manager on any personnel appraisal problems.
4. Direct, train, develop and evaluate assigned program staff.
5. Assist in the development of new programs/services as recommended by the FCSS Manager and Advisory Board.
6. Assist in the public relations and dissemination of information about FCSS to the community.
7. Initiate and/or assist other groups or agencies in responding to specific social concerns as required.
8. Assist community groups to respond to their own needs and develop their own programs.
9. Aware of the changing social situation and social concerns within the community and Vegreville & District FCSS service area.
10. Assume the FCSS Manager duties in his/her absence as required including but not limited to:
  - Be the primary contact for the FCSS Department
  - Oversee the day to day operations and deal with staffing concerns as they arise.
  - Attend and participate in Department Head meetings
  - Field telephone and in person inquiries from public
  - May be responsible for after hours emergencies and noted as one of the individuals to contact if such an incident arises.
11. Attend regional and provincial FCSS networks, conferences and meetings.
12. From time to time, as deemed appropriate, assist FCSS programs and staff in other areas.
13. Assist in the preparation and submission of the FCSS Department Annual Planning &

Budget.

14. Research, prepare and submit applications for grant funding in support of FCSS department operations and complete compliance reporting of acquired grant funds.\
15. In conjunction with program staff, prepare and submit quarterly reports to Town Council.
16. Attend and participate in Advisory Board meetings.
17. Assume role of Director of Disaster Social Services for Vegreville and Area.
18. Actively participate in the Town of Vegreville Safety Program
19. Assume other duties as assigned.

**Qualifications**

1. A degree related to the Human Services field or administration and/or equivalent combination of education and experience in the development and management of Community Service programming.
2. Leadership experience with a demonstrated ability to motivate and build a strong team.
3. 2-3 years experience in a supervisory/management environment.
4. Experience working with various program budgets.
5. Advanced computer skills and enhanced organizational skills
6. Capable of working with and supervising staff
7. Required to make decisions affecting the well being of staff.
8. Must possess excellent interpersonal and team building skills
9. Possess excellent written and verbal communication skills to speak to the public, to clearly articulate the position of Vegreville & District FCSS.
10. Experience working with Boards and Volunteers.
11. Must submit a recent criminal records check and child welfare information services inquiry.

Salary Range: \$51,920 - \$64,310

Submit resumes by 12:00 noon, Monday September 25<sup>th</sup> to the attention of:

Julie Gottselig, Manager Vegreville & District FCSS

P.O Box 640

4829 – 50 St

Vegreville Alberta T9C 1R7

Phone: 780-632-3966

Fax: 780-632-3935

Email: [jgottselig@vegreville.com](mailto:jgottselig@vegreville.com)

All interested parties are thanked; however only those selected for an interview will be contacted. For a full job description please contact the Vegreville & District FCSS Office.